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W UNIVERSITY of WASHINGTON

Procurement Services

Campus News & Information



March 2023

IN THIS ISSUE:

- Linde Gas & Equipment Inc. is Updating Their PunchOut Catalog Shopping Experience
- Finance Transformation Go Live Pre-Work – Open Orders
- March 2023, “Ask Us Anything About Purchasing!” Webinar
- Expeditors Update
- CDW Contract UW-022217 for

LINDE GAS & EQUIPMENT INC. IS UPDATING THEIR PUNCHOUT CATALOG SHOPPING EXPERIENCE

LINDE GAS & EQUIPMENT INC is updating their PunchOut Catalog shopping experience.

What is changing:

- The PunchOut will have a “modernized” look and feel.
- There is an Account Selector in the header of the landing page where you can select or edit the desired shipping location/account instead of specifying the account information as a step in the checkout process.

To view a “Help Guide” for the modernized PunchOut provided by Linde visit [here](#). As we approach the deployment, we will post reminders in the Ariba News Portal. Stay tuned.

- **Spotlight on Business Diversity – Andre Taylor, Candace Dickson**

FINANCE TRANSFORMATION GO LIVE PRE-WORK – OPEN ORDERS

The instructions below, must be followed to have a successful transition into Workday. Only the most current and relevant purchase orders will be moved from Ariba to Workday that meet the following criteria.

- Non-Catalog Orders
- Modified within the past 18 months
- 10% or greater remaining balance left on the original PO
- Remaining balance threshold is \$100 or greater

Due to the inherent difference in data structure between Workday and Ariba and the lack of ability to bring over any attachments, history, prior approval, etc., No BPOs will be moved over and any active BPO's will need to be re-entered into Workday after go live.

Step 1: Review your open orders, both BPOs and Catalog/Non-Catalog

- **Use the Open balances report in Ariba.** The report is under the Orders category and is called Open Balance Details by Budget, but you can also run it by supplier or organization code. To run Ariba Reports, see the Tutorial web page [Tutorials | Procurement Services \(uw.edu\)](#) and the Receiving/Reports [section](#).
- For a summary version of open balances, you can also use the [Encumbrance and Open balance report in MyFD](#).

Step 2: Ensure you have received the goods or services ordered on your Catalog or Non-Catalog purchase order.

- If you have yet to receive the goods, reach out to the supplier to ensure that the order is still active in their records.
- Contact the supplier for an invoice if you show an outstanding balance and have received the goods or [services](#).

Step 3: Reach out to suppliers for invoices that have not been [received](#)

- For catalog suppliers, contact information can be found on the landing page of their catalog or in the Contract Search Report found here, [Buying from Contracts | Procurement Services](#). For how to use the report, see the Tutorial web page [Tutorials | Procurement Services](#) and the Buying from Contracts eLearning under the Ariba Buying section.

Step 4: Decide if your BPO/PO needs to be closed:

- **Review** [Changing or Closing ARIBA Catalog and Non-Catalog Orders | Procurement Services \(uw.edu\)](#) for instructions on how to close

your Catalog or Non-Catalog order when they are canceled with the supplier, or the invoice was discounted.

- **Pay close attention to expired BPOs that have never received an invoice.**
 - Was the BPO canceled, or do we need to reach out to the supplier to have them submit an invoice? When requesting an invoice from a supplier, be sure to submit a modification to the BPO to reopen it and extend the final invoice date to a date in the future.
- If you decide to cancel a back-ordered order, you must contact the supplier and cancel the order before you submit the request to close.
- **For BPO's, you can find instructions on how to Close your BPO on the Changing or Closing a BPO web page: [Changing or Closing Blanket Purchase Orders | Procurement Services](#)**

If you need assistance with this, please reach out to Procurement Customer Service at pcshelp@uw.edu.

MARCH 2023, "ASK US ANYTHING ABOUT PURCHASING!" WEBINAR

Join our free-form monthly Zoom sessions to learn and ask questions about Contracting, Sourcing, and Purchasing processes. Our lead off topics are discussion starters, but we really want to focus on your questions. We meet the third Thursday of every month from 1-2pm.

On March 16, 2023, the conversation starter will be: When Should We Engage with Facilities?

When do I engage with Procurement vs. Facilities? How do I tell? We are delighted to have Tricia Olsen Demarest from UW Facilities joining us to talk about how our partners in Facilities can help you and what they do!

Registration links are updated here: <https://finance.uw.edu/ps/upcoming-events>

Please let us know if there is a topic you'd like us to address at an upcoming session by sending us an email: Lynn Magill lmagill@uw.edu.

EXPEDITORS UPDATES

As of March 18, U.S. Customs and Border Protection (CBP) is deploying new validations around postal codes of imports of Chinese goods in an effort to combat forced labor. The entry documents must include the manufacturer's postal code. The most effective way to provide this

information is if your suppliers include the manufacturers postal codes on their documents. Customs is specifically targeting the postal code that is being filed as the 'Manufacturer/Supplier' in the cargo release filing. *This party should not be confused with the Manufacturer ID (MID) – which is filed on the entry summary filing and is not highly impacted by this change.* If a postal code is not provided in this data field when the entry is filed, the filer will receive a reject message and the cargo release data will not go on file with CBP. If a postal code is submitted within the postal code range of XUAR, the filer will receive a warning message stating: **UFLPA FLAG XUAR POSTAL CODE**. The filer is then responsible for notifying the importer of the rebuttable presumption established in the Uygur Forced Labor Prevention Act (UFLPA).

For those that are interested, Expeditors offers free webinars on various import/export topics. Coming up in March are webinars on Import Basics and a US Air Market Update. For more information, visit:

<https://info.expeditors.com/nwrevents-0>

CDW CONTRACT UW-022217 FOR PROFESSIONAL/CONSULTING SERVICES IS BEING REPLACED BY THE FOLLOWING OPTIONS:

CDW Contract UW-022217 for Professional/Consulting Services is being replaced by the following options:

- **Sourcewell 081419-CDW**: The 081419-CDW contract offers catalog and services, including professional services.
- **Sourcewell 071321-CDW**: This is an IT managed services and staff augmentation contract, but also has professional services built into it.
- **OMNIA**: several OMNIA contracts offering catalog and professional services- **OMNIA ESC Region 4 R210401** and **OMNIA Mesa 2018011-01**.
- **E&I CNR01439**: This is a catalog contract that offers professional services.

Important: the CDW Contract CW2228199 for software and IT hardware and peripherals is still in effect with no changes.

SPOTLIGHT ON BUSINESS DIVERSITY



As part of our ongoing support for small, local, and diverse businesses, our team felt Black History Month was an opportune time to meet some local black-owned small business owners and understand what inspired them to open their business. Two of the businesses interviewed, Career Paths NW, LLC and Genuity B2B took time to share how they started, what services they offer and their unique perspectives as Washington State business owners. If you know a business that you believe might be a good candidate and interested in sharing their experiences as a small, local business, please contact: Lloyd Dees, Procurement Diversity Team: deesl@uw.edu

Meet Andre Taylor

Business Name: CareerPaths NW, LLC

Email: ataylor@careerpathsnw.com

How did you start your business?

The old fashion way. With a dream, passion, and work ethic. I identified a need in the marketplace for a recruiting firm that did long term career-oriented roles, and we filled it. While it may sound cliché' 14 years ago a buddy and I took that idea and started working out of the garage, then moved into an office space, to finally the facility we have today.

What services do you provide?

Career Paths NW is a nationwide full-service direct hire placement firm based out of Lynnwood Washington. We provide excellent service to both employer-clients looking to fill openings in their company and candidate-clients looking for new career opportunities. Focused on direct placement of permanent positions, we service multiple industries ranging from (technology, industrial, construction, Insurance, packaging, and engineering).

How do you connect with the local community?

Multiple ways. Primarily through the volunteering of my time and information I've accumulated over the years. Ranging from coaching and training basketball (my oldest daughter now plays college basketball).

Mentorship- Working with up-and-coming business entrepreneurs/professionals on best practice improvements for their business.

Volunteering at the local juvenile rehabilitation facility where we focus on life skills, decision making and financial literacy.

And lastly, the oversight of the Career Diversity program that focuses on bringing in professionals from multiple industries to speak with high school students on their career choice and why.

How has your background as a women or minority owned business helped you succeed?

Coming from an underserved community I understood early on that I was operating from an information deficit. This understanding fueled my fire for education and success in business. I've always been someone with something prove. Prompting me to study harder, work longer hours, and to keep going when others would stop. These are some of the ingredients from my background I believe has allowed me to succeed as a minority owned business.

What do you think could help improve success rates among small businesses in Washington?

Prior to opening the business and investing dollars and human capital, make sure you do your research and due diligence on the challenges, success, and viability of the business idea. Understand the details-this is key.

Find a mentor within that business vertical that can help you deal with the challenges you will face and how to overcome them. Create strategic partnerships. Honor the execution of the goals and vision of the organization daily.

Meet Candace Dickson

Business Name: Genuity B2B

Email: Candace@genuityb2b.com

How did you start your business?

I started my business as a college student majoring in accounting. I began preparing tax returns for friends and family, they began to make referrals and my reputation as a tax preparer grew annually.

What services do you provide?


I provide tax preparation, accounting, bookkeeping and business consulting.

What makes your product or service unique?

Our product line is unique because we offer in person and virtual services, with that we have a national client base and are able to provide services throughout the U.S. with international expansion on the horizon.

How has working with the University of Washington helped your business?

Working with the UW consulting program has helped my business scale our marketing outreach. As a graduate of the Foster Program I



have a five year marketing program that I follow. To date this plan has helped me increase my ideal client base through targeted marketing.

What do you think could help improve success rates among small businesses in Washington?

I think shared human capital resources could help improve the success of small businesses. Small businesses often struggle with hiring practices, and I believe that similar businesses could support each other by leveraging qualified employees.

